Modern Education Society's College of Engineering, Pune - 411 001

Department: Electronics and Telecommunicatio Sem: I **Academic Year : 2022-23**

Academic Calendar **Sem Start Date: July2022** **Sem End Date: Dec2022**

Sr No	Instutional Development Activity	Activity Details	Group Leaders	IDC Department Coordintor		Detailed Activities	Planned Week	July				August				September				October				November				December			Goal	Resources Funds	Sign
								W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W			
								-2	-1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21			
A	Management Review	Review of Activites 1,2,3,4. (Attendies: P, VP, Heads, Deans, IQAC,CEO, Registrar, Librarian, TPO with Trustees)	Principal / Vice-Principal	PPM																													
B	Department Review	Monitoring and execution of activities 1,2,3,4(Attendies, P, VP, Heads, Deans, IQAC, CEO, Registrar, Librarian, TPO)		PPM																													
				MPD																													
		Academic Activity	VNR (Dean)																														
1	Academic Monitoring / Examination Cell	Academic Monitoring, Academic Audit	KST (E&TC)	KST/BMN	PPM,PNK,SSP	Workload Distribution & inform to faculty																											
					PPM,PNK,KST,SND,BMN	Preparation of Academic Calendar.																											
					PST,RAJ	Time table & Display																											
					Class Teacher	Attendance Monitoring (Monthly Defaulters' list & Action Plan)																											
					RSK,KST	parent-teacher coordmator,Parents Meet (& Action Plan Implementation),finding weak and scholler students and action																											
					PBC,KST,PPM	Academic Audit to review quality of academic processes, teaching learning process (Course file,Over all department) . DAB meeting,																											
					PPM,PBC,PNK,KST,SND,	Review of Department level Files																											
					YMA,RAJ	Mid/End term Feedback & its corrective action(all type of feedback))																											
					UDD,BMN	End Sem Department Report (including END Sem Reports)																											
					KST,BMN,SST	Academic Calender Monitoring and maintaining file																											
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1	Academic Monitoring / Examination	Examination / Result Analysis / Students Data	PBC (CEO)	AAD	SND,NPJ and Mr. Kate	Student data (Students exam data & Confirmation of Roll Call)		Roll Call												Exam Data													
					SND, Mr. Dhebe and Mr Shinde	Result Data Analysis and Action plan (Remedial Classes)											BE/SE/TE																
					MMD,PST, RAJ Mr. Kate	CIE-Mid Term/End Term Test (Internal),assignment/Tute/Quizes etc as per accreditation format																											
						Display Marksheet & Analysis with action plan																							MARKS ENTRY				
					AAD, SND, Mr. Dhebe	Univ In-Sem Examination and mark entry												INSEM															
					AAD,SND, Mr. Shinde, Mr. Kate	Univ Pr-Or Exam and Marks Entry																			EXAM								
																									PROJECT								
1	Academic Monitoring / Examination	B.E. Project /PBL//Internship		SSP	RSK, AVS	B.E. Project /TE Seminar																											
					SSP	PBL																											
					SSP,YMA	Internship																											

	Cell	Industrial Visit/ SDP/ Guest Lecture/ Student Association chapter	SKW	GVB	AAD,GVB	Guest Lecture / Expert Talk,student Workshop, Student Technical Skill Development Training and studetns achivements as per PO	
					MMD,Mr. Shinde	Industrial Visit	
					PNK,AVS,VHK	Professional Student Society Association - IEEE/ISTE/IETE etc	
					GVB	ETSA	
		Accreditation Process & Quality Ranking	PPM (IQAC)	RSK	MPD, PPM, PBC, PNK, SND, RSK	NBA (PNK)	
						NAAC(SND)	
						NIRF (RSK)	
						ARIIA (MPD)	
						IIC (MPD)	
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		Industry Institute Interaction	**RAK (Dean)**				
2	Interaction with Outside world Cell	Consultancy / MOU / Grants / Rev Generation/FDP / Conference / Publications/ Technical/Office Staff Training	SHG	RSK	VHK	MOU with Industry/ Institute/ Research Organisation	
					VHK	Grants/ Consultancy/ Revenue Generation	
					YMA,PMB,SST	Workshop/FDP/ STTP/Teaching and non teaching staff tramning	
					MMD	Conference & Publication	
		R&D / Innovation / EDC/Incubation/ International Colabaration	RSK	SND, PST	RSK	Incubation / EDP	
					RSK	R&D / Innovation	
		Alumni Association	VNC/YMA	UDD	YMA,PMB,UDD	Alumni Association	
		Student Development and Placement	**ACM (Dean)**				
3	Student Development and Placement	Placement/CRT	GSP	YMA	PMB,SST	Placement/ Campus Recruitment Training/ Guidance for higher studies & Competitive Exams/Off campus data/Higherstudies data/Entreprener data	
		All Clubs	SRK Comp	PMB	PMB,PST ,KST, YMA,AVS	Eletro-infinity, Directing-visions,Enginners-Connect, Robo Club, GATE club, M Baja, E Baja, etc	
		Magazine/Astitva/Jhankaar/ Newsletter/ NSS /student welfare/Sports/Medical Test (FE&DSE)	PNK	MMD	MMD,VHK	Magazine	
					UDD,BMN	Newsletter	
					VHK,NPJ	Astitva/ Day Celebration	
					SND, PSD	Jhankaar	
					AVS	NCC / Sports	
					UDD,RAJ	NSS / Student Welfare	
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		Administration	**SBS(FE) (Dean)**				
		Admission Process	Registrar		SSP,PMB,NPJ		

4	**Administration**	WebSite/Social Media Marketing /Publicity	PRO		SSP,VHK		
		Office Management Cell	Dean Admin				
		Housekeeping & Maintenance	HoD		All Lab Assistants	Department Ambience, class room, corridor	
					RSK ,Lab incharge, Lab Assistants	Facilities and Technical support	
		DSR Verification, Consumable records			GVB, KST, SND and All Lab Assistants		
		Purchase Cell	Dean Admin		PPM,BMN,VHK, Mr. Kate and Mr. Shinde		
		Library	Librarian		PST		

Coordinator

Head of Department

Principal